

Louisville Metro Short Term Rental Regulations

## HOW TO REGISTER YOUR SHORT TERM RENTAL

#### Registering a Short Term Rental

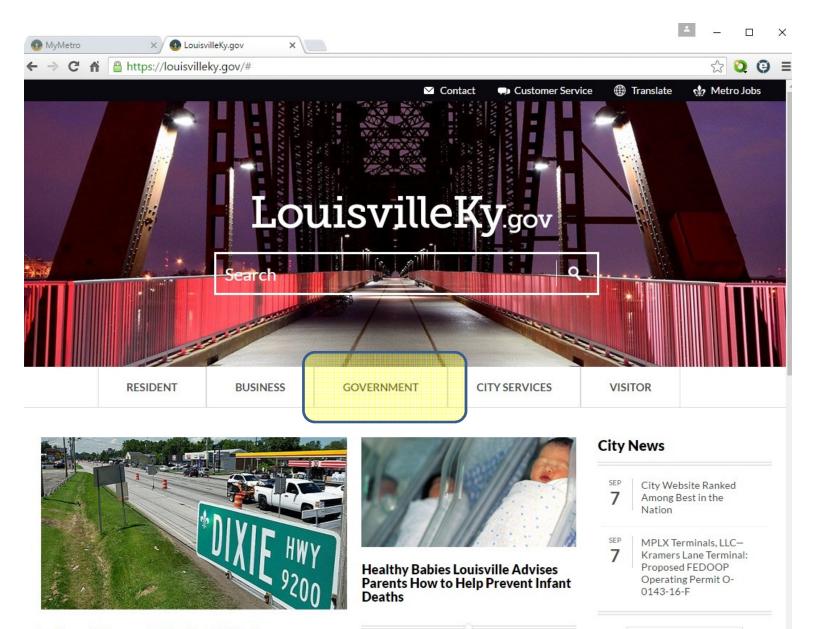
- All hosts must register <u>each</u> of their short term rentals <u>annually</u>. There are no exemptions to this requirement.
- You can register a short term rental three ways:
  - In office
    - Bring the completed office form to Planning & Design, 444 S 5<sup>th</sup> St, 3<sup>rd</sup> Floor, Louisville KY 40202
    - Form must be accompanied by the \$25 fee (payable by cash, check, money order, VISA, MasterCard) and proof of residency (if applicable)
  - Mail
    - Mail the completed office form to Planning & Design, 444 S 5<sup>th</sup> St, Suite 300, Louisville KY 40202
    - Form must be accompanied by the \$25 fee (payable by check or money order only) and proof of residency (if applicable)
  - Online (using Louisville Metro's Online Business Portal)
    - Form must be accompanied by the \$25 fee (payable by VISA or MasterCard only ) and proof of residency (if applicable)

#### Registration Form Requirements

- Property/Host Information
- \$25 Fee
- Proof of Residency (if applicable)
- Emergency Contact Info (if applicable)
- Revenue Commission ID#

The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at: https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx

Access
Louisville
Metro's
Online
Business
Portal



#### The New Dixie Highway Project Kicks Off

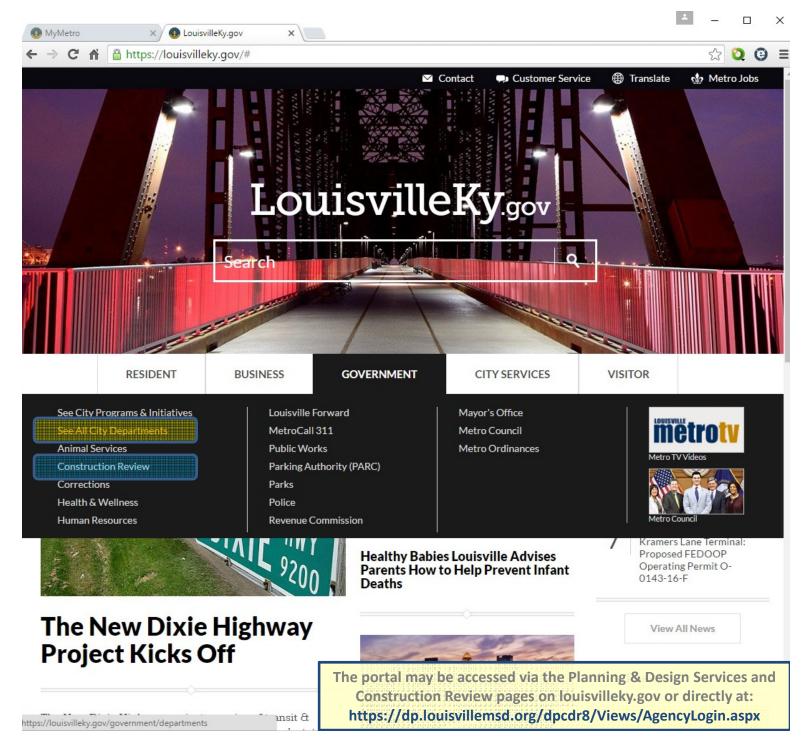
The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at: https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx

View All News

The New Dixie Highway project, a series of transit &

Access
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Online
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Portal

To access the Planning & Design page, select See All City Departments under the Government tab. You can access the Construction Review page directly.

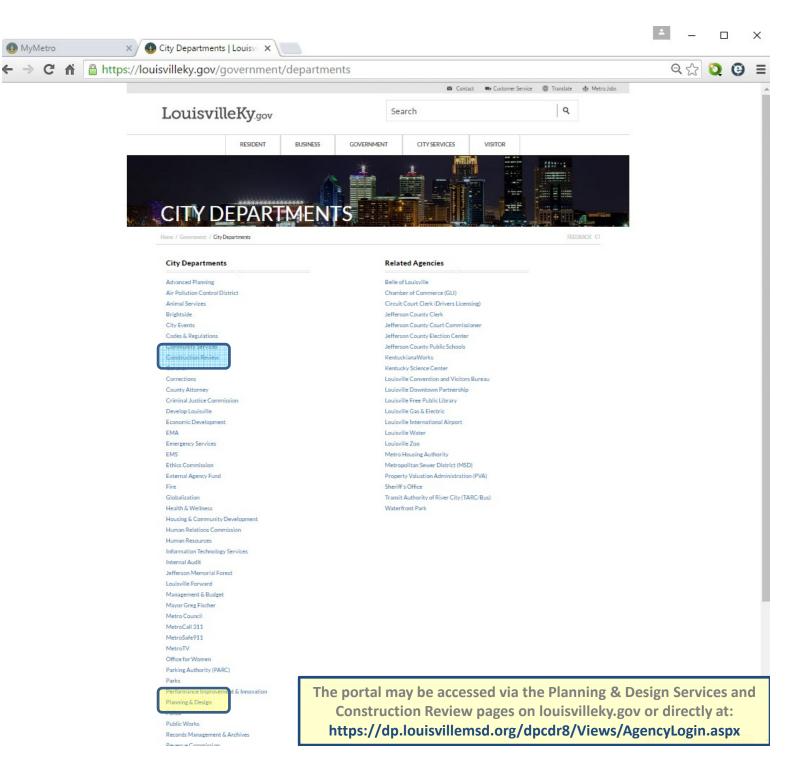


MyMetro

Access Louisville Metro's **Online Business Portal** 

To access the **Planning & Design** page, select Planning & Design.

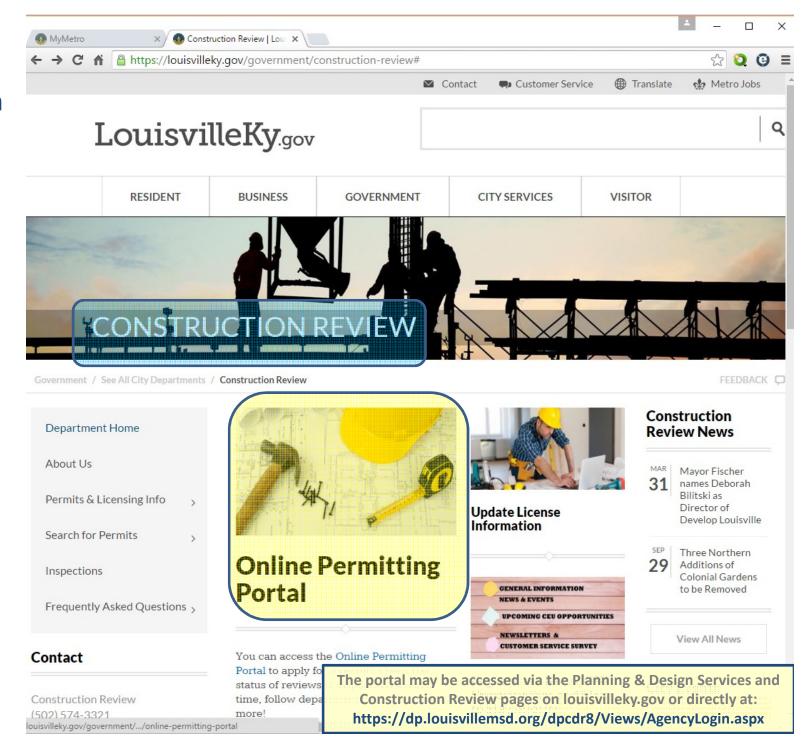
To access the Construction Review page, select **Construction** Review.



Access
Louisville
Metro's
Online
Business
Portal

Construction Review Page:

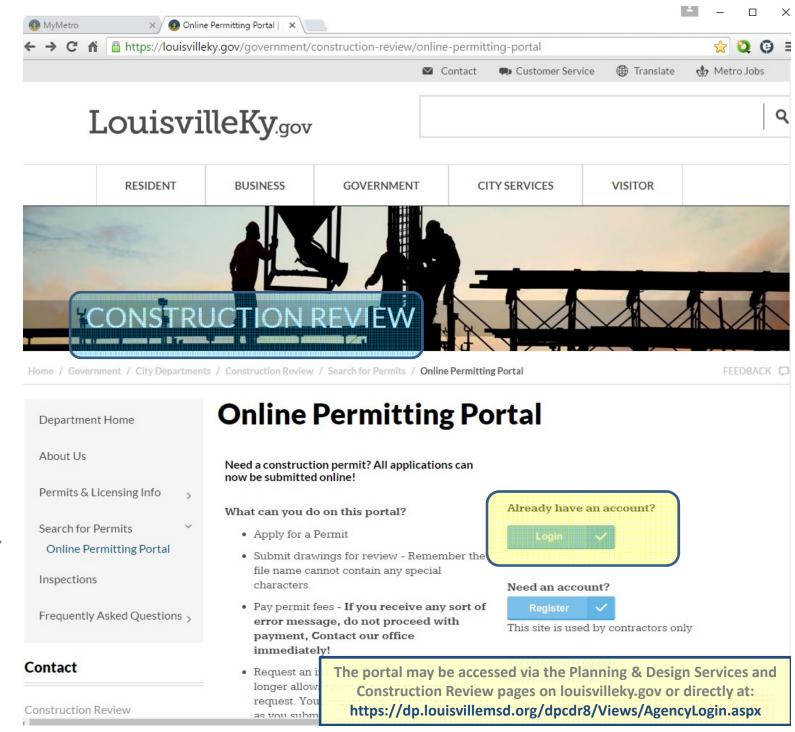
Select Online
Permitting Portal.



Access
Louisville
Metro's
Online
Business
Portal

Construction Review Page:

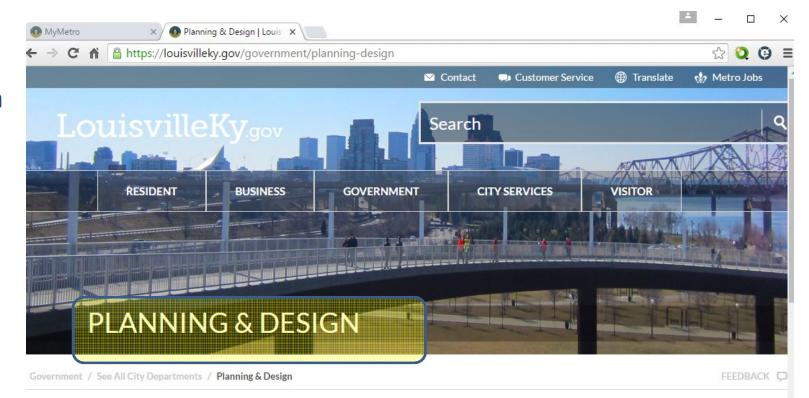
After selecting
Online Permitting
Portal, select Login.



Access
Louisville
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Online
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Portal

Planning & Design
Page:

Select Short Term Rental Registration Information.



Department Home

About Planning & Design Services

Boards, Commissions and Committees

Land Development Code

Comprehensive Plan

Applications



View meeting agendas

Stay up to date on planning and zoning

The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at: https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx



Learn more about the Comprehensive Plan update process



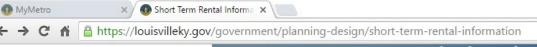
Short term Rental Registration Information

#### Department Home News

Mayor Fischer announces Comprehensive Plan update process

City proposes rules limiting biodigesters to industrial areas, away from homes, churches and schools

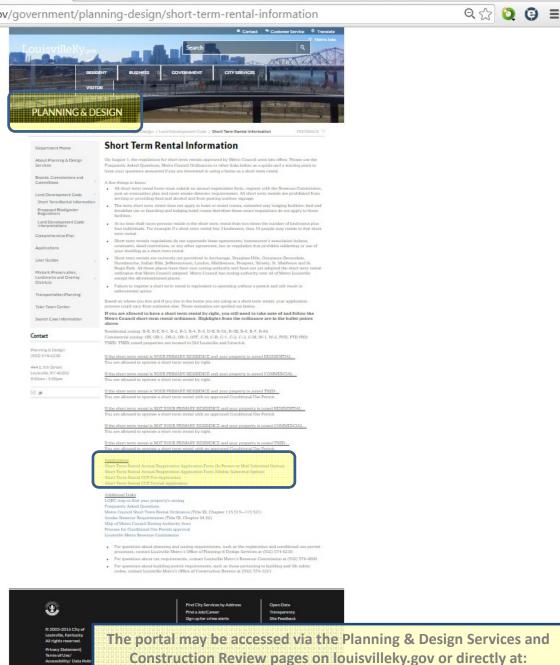
View All News



Access
Louisville
Metro's
Online
Business
Portal

Planning & Design Page:

After selecting
Short Term Rental
Registration
Information, select
Short Term Rental
Annual Registration
Application Form
(Online Submittal
Option).



https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx

Create
account to
access
Business
Portal

If you already have an account, proceed to Step #3.

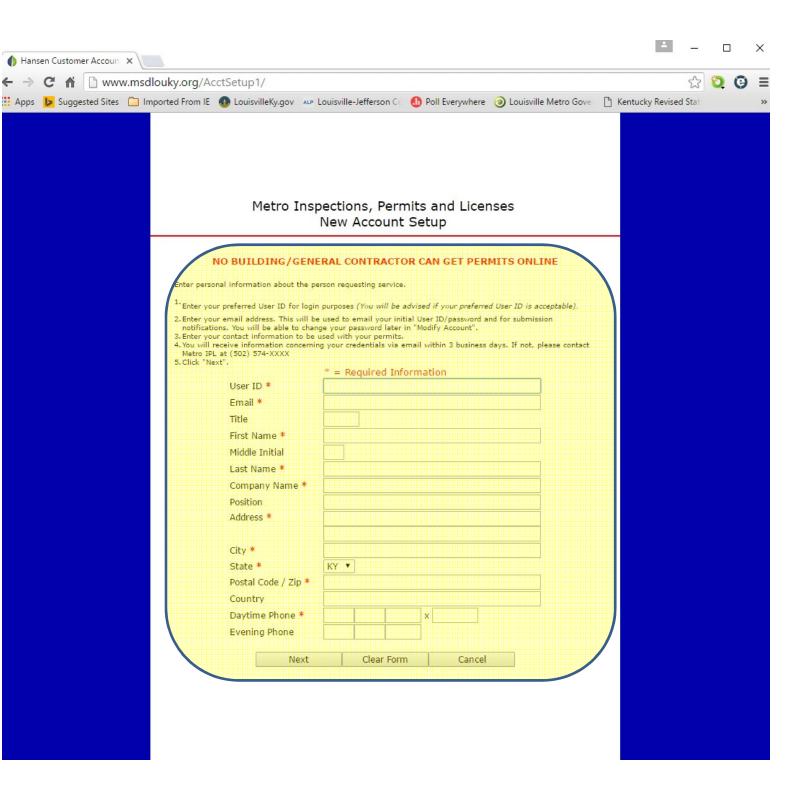


# Online Registration Step #2 (continued):

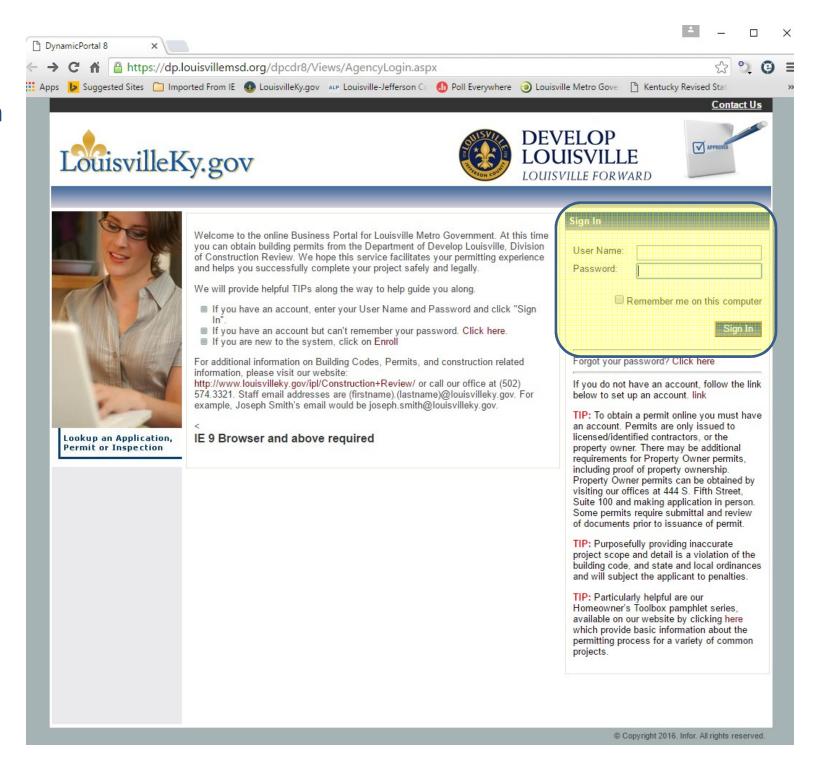
Create
account to
access
Online
Business
Portal

The host should be holder of the account.

If you already have an account, proceed to Step #3.

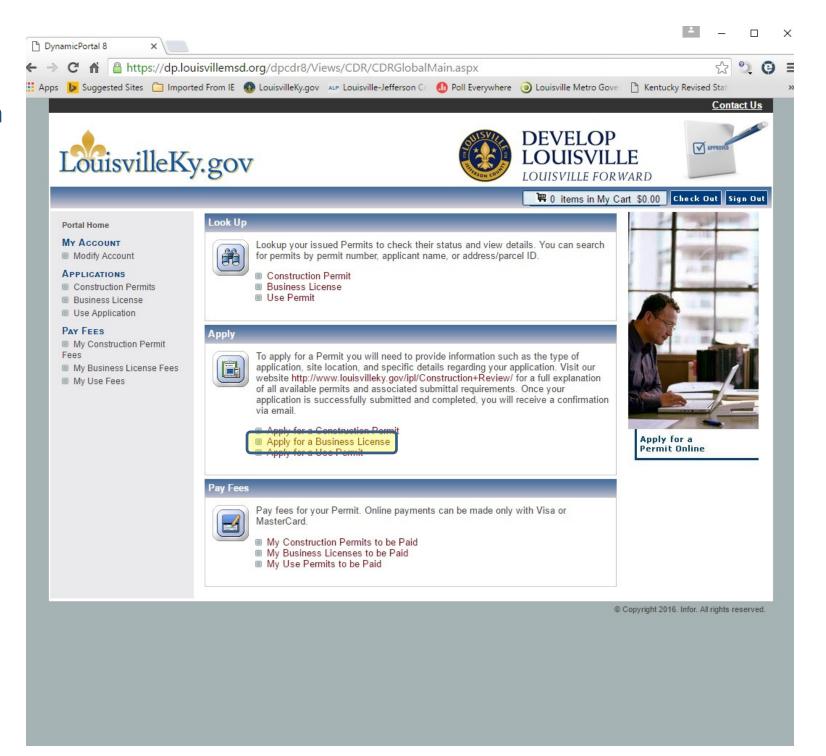


Sign in to
Online
Business
Portal



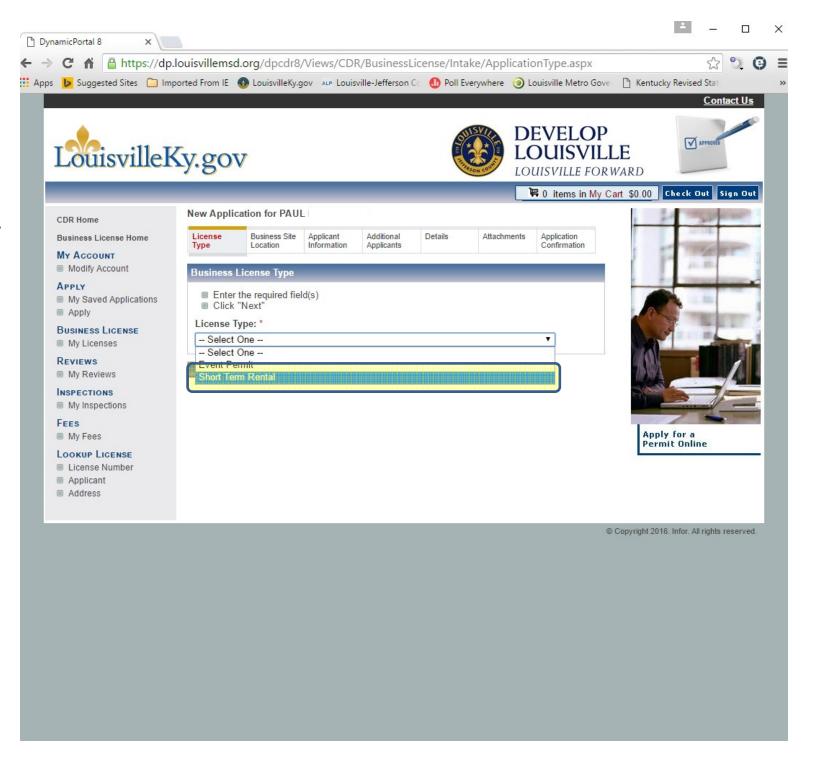
#### Start application

Under the Apply menu options, select *Apply for a Business License*.



#### **License Type**

Within the License
Type drop-down
list, select Short
Term Rental.

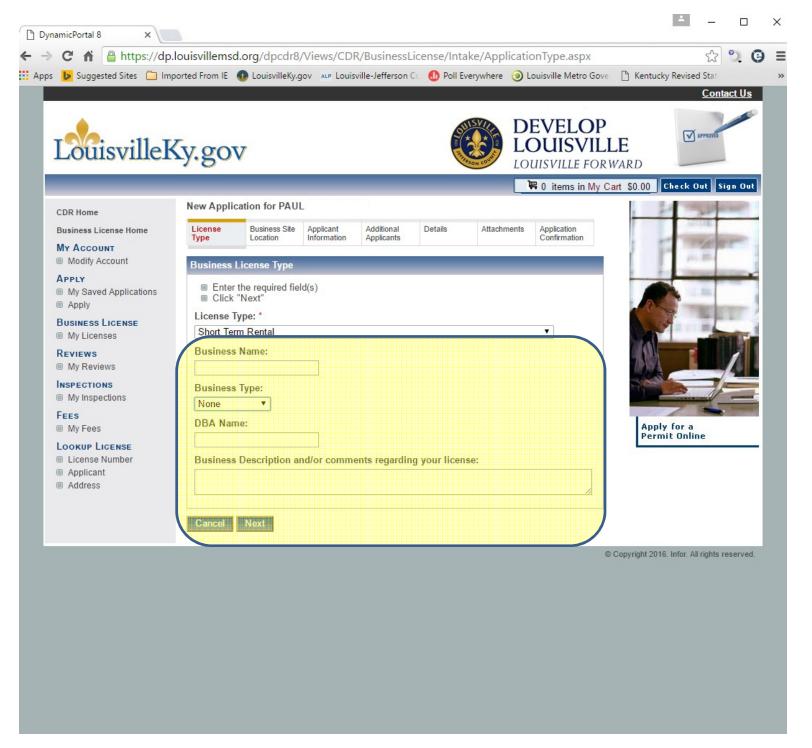


# Online Registration Step #5 (continued):

#### **License Type**

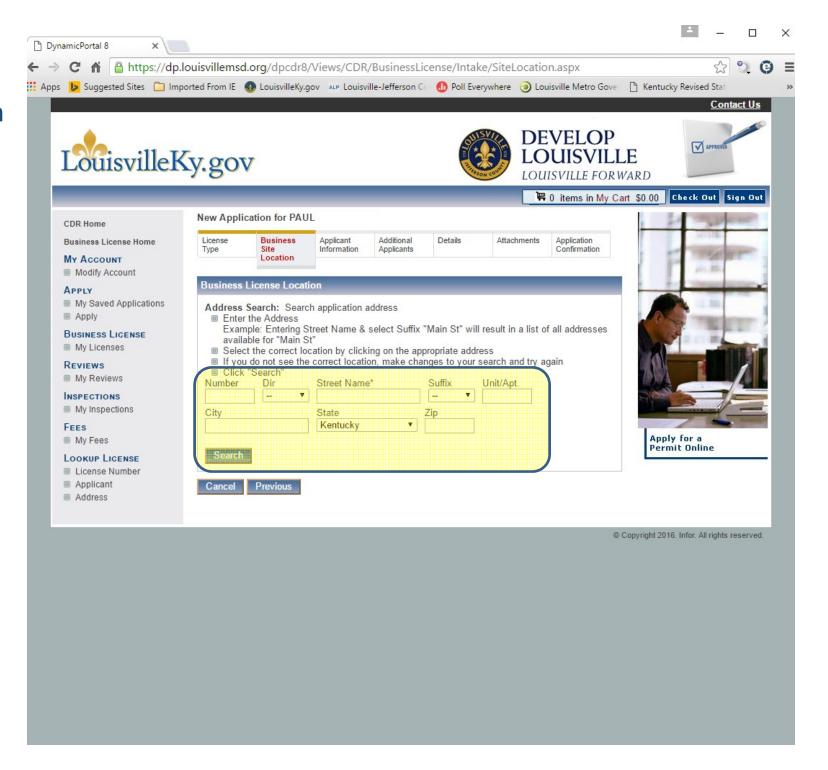
Enter business information and select *Next*.

If you will not be operating the short term rental as a formal business, select *None* within the Business Type drop-down list; do not enter any information in the three info fields; and select *Next*.



## **Site Location**

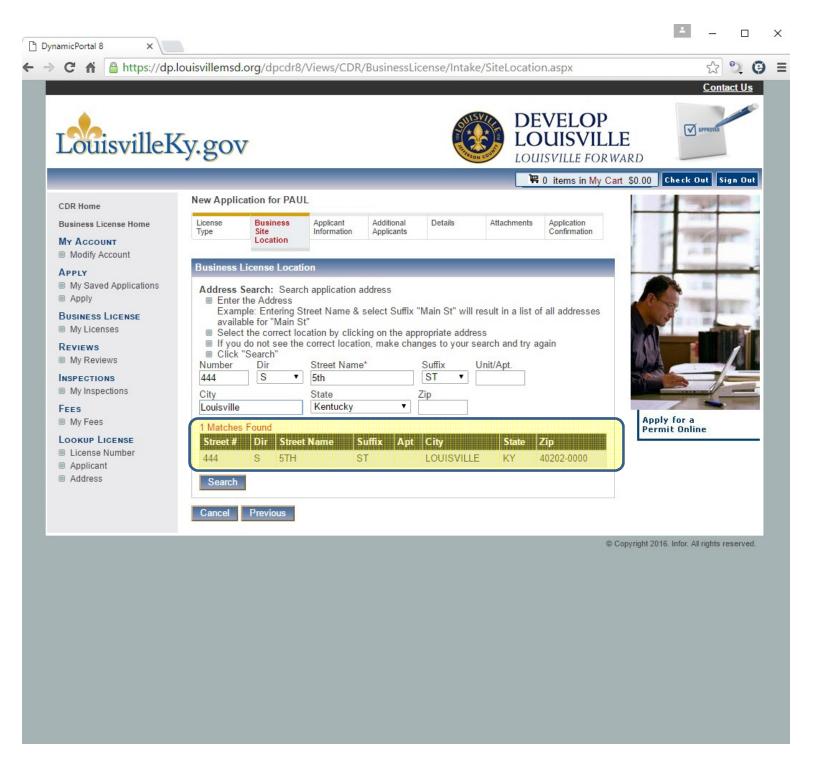
Enter the address of the Short Term Rental. Once entered, select Search.



# Online Registration Step #6 (continued):

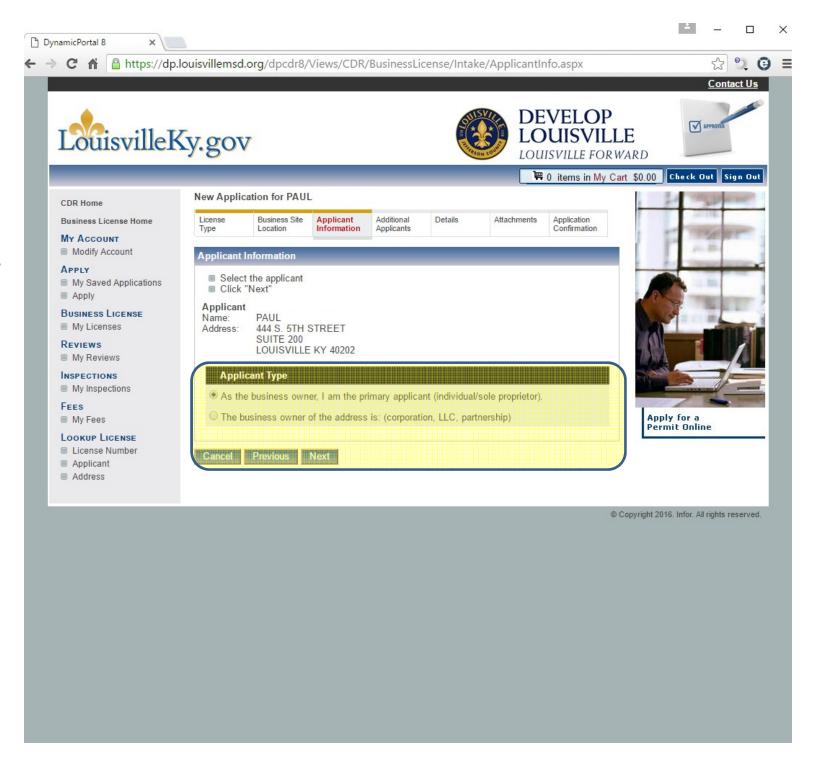
## **Business Site Location**

Select the correct location by clicking on the appropriate address.



#### Applicant Information

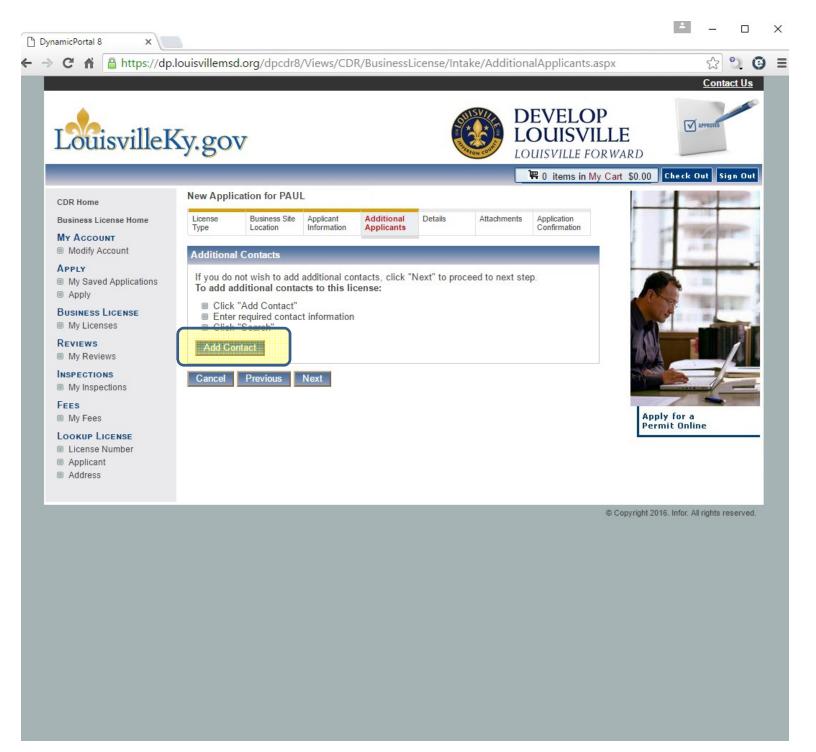
Confirm Applicant
Type and select
Next.



#### Additional Applicants

If applicable, enter additional contact information by selecting Add Contact.

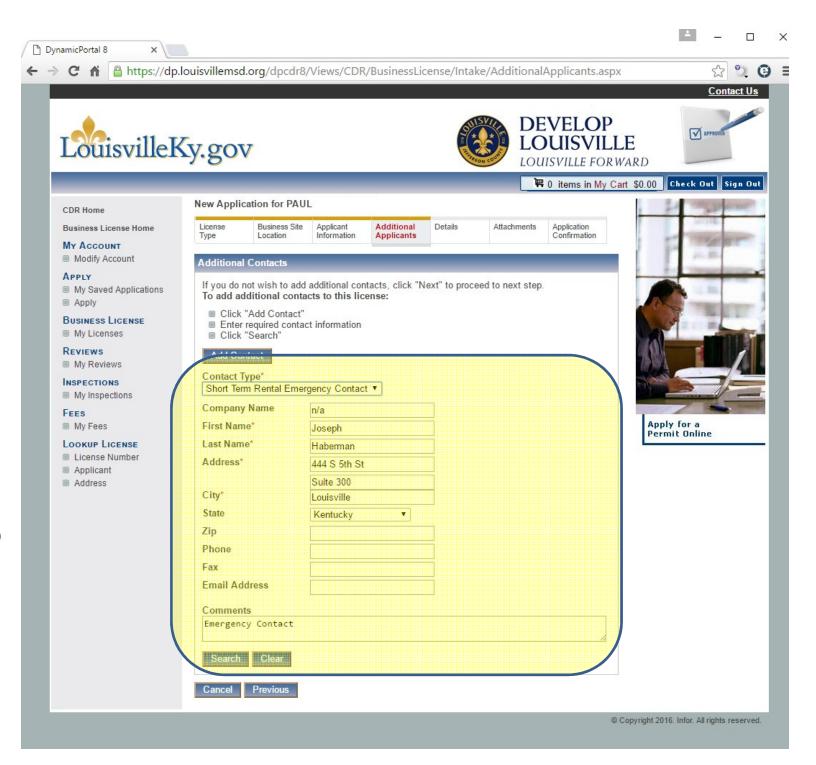
Additional contacts include co-hosts, emergency contact persons and property owners.



# Online Registration Step #8 (continued):

#### Additional Applicants

Within the Contact
Type drop-down
list, select the
contact type (i.e.
Short Term Rental
Host, Short Term
Rental Emergency
Contact or Owner),
enter his or her info
and select Search.



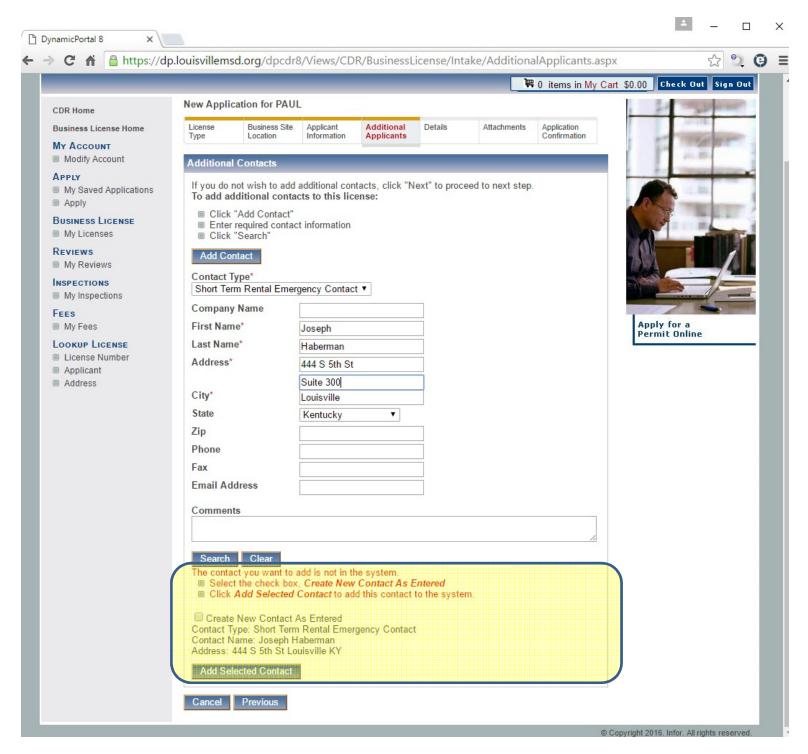
# Online Registration Step #8 (continued):

#### Additional Applicants

Select the correct contact by clicking on the applicable name.

If the contact is not in the system, check Create New Contact As Entered and select Add Selected Contact.

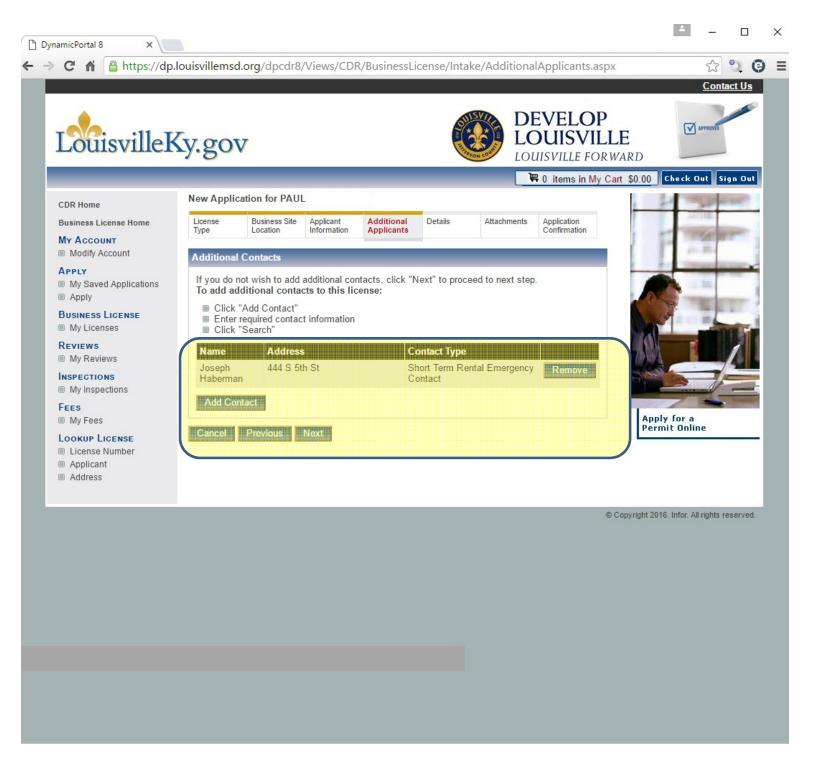
Repeat this process for additional contacts.



# Online Registration Step #8 (continued):

#### Additional Applicants

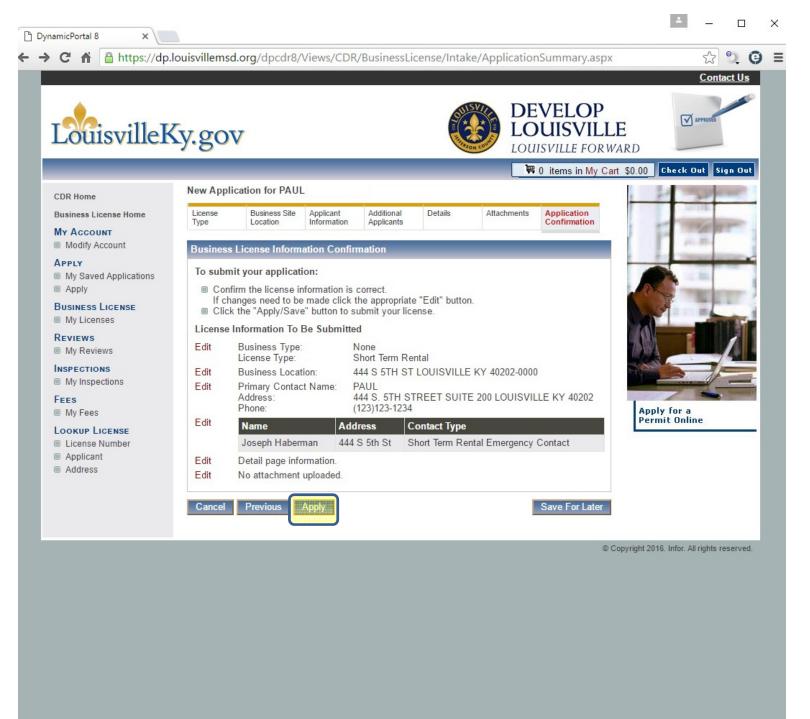
After all additional contacts have been entered, select *Next*.



#### **Application Confirmation**

Confirm
that entered
information is
correct. If correct,
select Apply. If
incorrect, edit as
necessary using the
appropriate Edit
options.

Note: If you need to upload an attachment (i.e. proof of residency), before selecting Apply, select Edit next to No attachment uploaded.

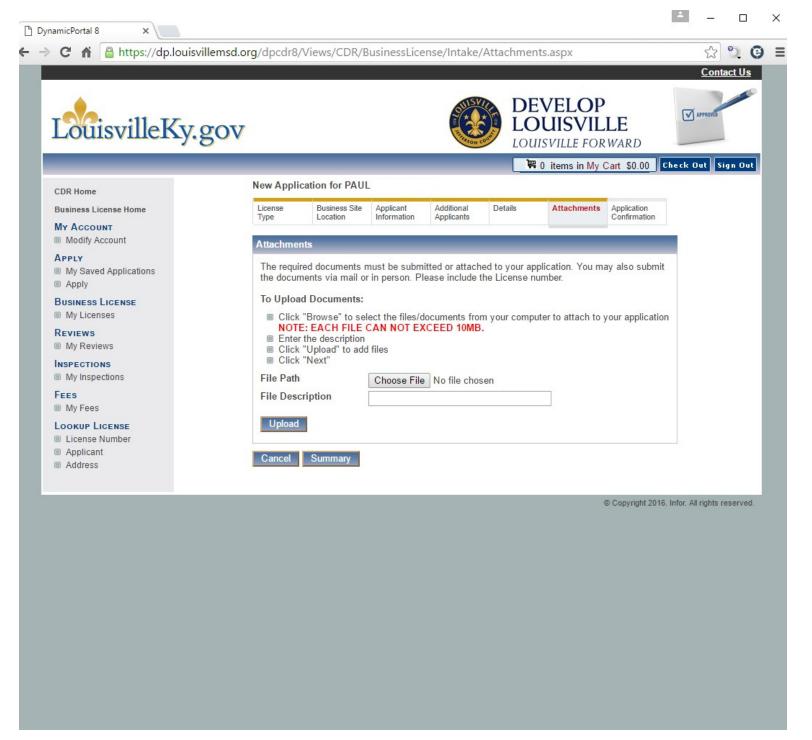


#### **Attachments**

If you need to upload an attachment (i.e. proof of residency), select *Choose File*. Follow the file path and choose the file to be uploaded. After the file has been selected, select *Upload*.

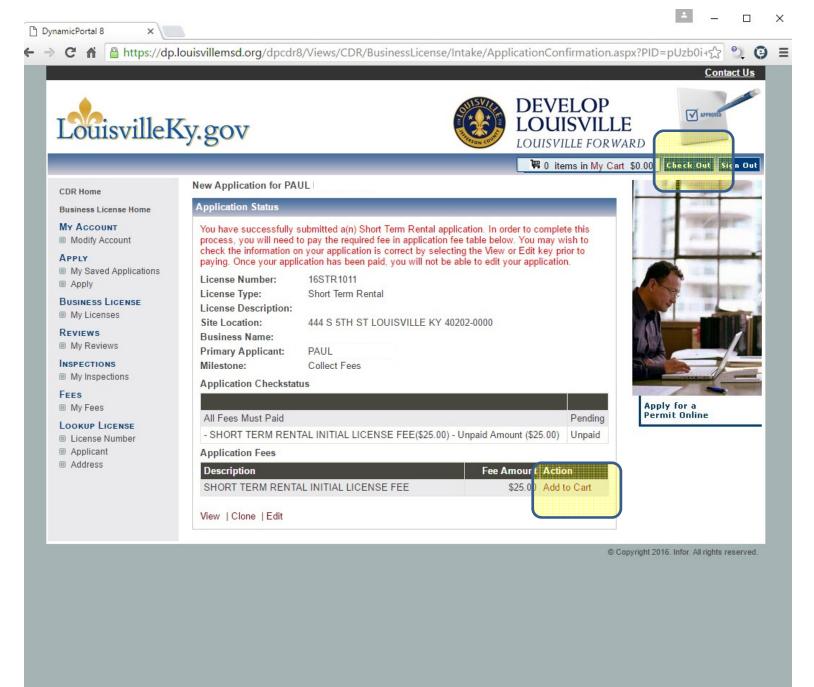
Please provide attachments in pdf format when possible.

Select Summary to return to Application Confirmation page and confirm that information is correct. If correct, select Apply.



<u>Pay the</u> \$25.00 Fee

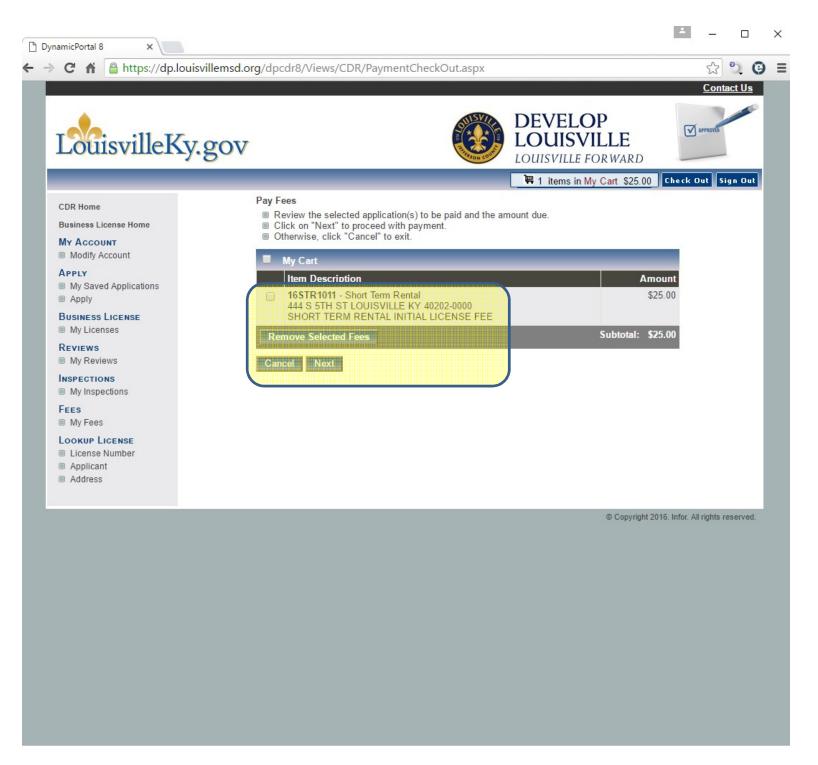
Select Add to Cart and then select Check Out.



# Online Registration Step #11 (continued):

#### <u>Pay the</u> \$25.00 Fee

Check box next to item description and select *Next*.

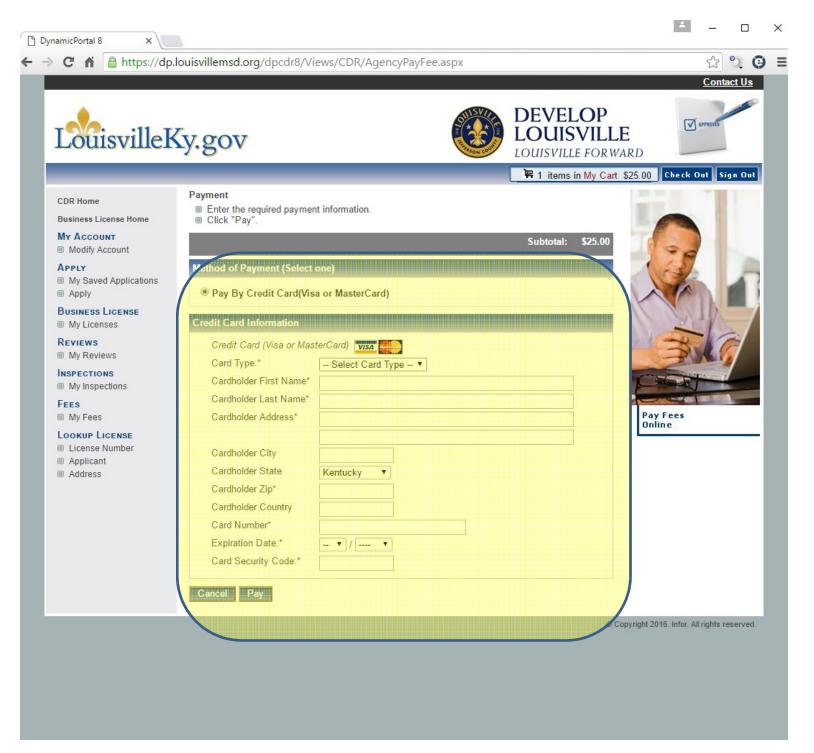


# Online Registration Step #11 (continued):

#### <u>Pay the</u> \$25.00 Fee

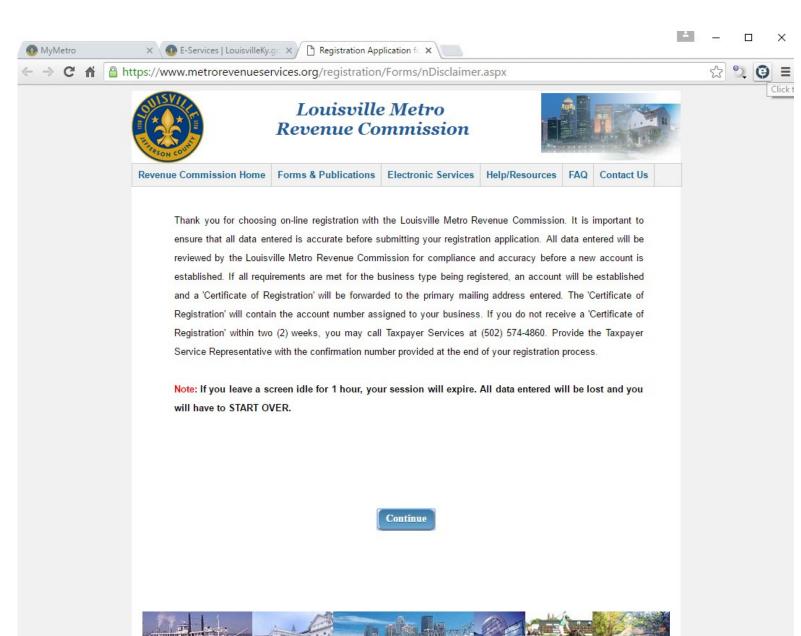
Enter payment information.

Please note that
Visa and
MasterCard are the
only forms of
accepted payment
on the Online
Portal at this time.



#### After the Form is Submitted

- Staff will review the form and contact the applicant if a conditional use permit application or additional information is necessary.
- If a conditional use permit is not required, the registration process typically takes less than a week.
- Host will need to register with the Revenue Commission if not already registered.



Louisville Metro Revenue Commission on P.O. Box 35410, Louisville, KY 40232-5410 on 502-574-4860

Louisville

